

Executive Summary

Since the initial implementation of SAP HRMS and Payroll modules at The School Board of Broward County, Florida, over three years ago, the School District has benefited in numerous areas. The School District could further enhance the efficiencies in these two areas by evaluating existing practices and implementing a "best practices" model.

By leveraging SAP's Professional Consulting Services knowledge in these two areas, the School District can move towards that goal. SAP would provide Professional Consulting Services in the following two areas:

- 1) **Solution Review of the Payroll Consolidation Project** – SBBC is currently engaged in a project consolidating seven (7) different payrolls to two (2) payrolls by converting from a semi-monthly payroll model to a bi-weekly payroll model. The purpose for this outside consulting review is to assist with Quality Assurance and Risk Management for this activity as it impacts every single employee in the school district. This review will insure that SBBC is proceeding according to plan and will validate the testing procedures and results.
- 2) **Human Resources (HR) and Payroll (PR) Enhancement Project** – In November 2004, SAP assisted SBBC in an extensive review of the HRMS system to identify short-term, high-impact opportunities for improvement. As a result of the many meetings, school visits and discussions with users, SBBC feels that making changes to numerous areas of HRMS will increase efficiencies, make the HRMS system more user-friendly and improve the flow of data/information throughout the system. The modifications chosen by the SBBC HRMS steering committee will have the most impact on staff and users in the short term. Because of the criticality of the Payroll Consolidation Project being done at the same time, SBBC feels that these enhancement modifications are best done by SAP.

At the March 15th Board Meeting, ETS will be requesting an investment of \$279,026 be made for the procurement of SAP's Professional Consulting Services. The breakdowns of the costs are \$86,100 for the Solution Review of the Payroll Consolidation project and \$192,926 for the Human Resources (HR) and Payroll (PR) Enhancement project.

It is recommended that SBBC move forward with the acquisition of the above described Professional Consulting Services from SAP.